



NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPD 1000.3E**

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Request Notification of Change (NASA Only)

Subject: The NASA Organization w/Change 15**Responsible Office: Associate Administrator**[| TOC](#) | [ChangeLog](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#)
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Chapter 7: The Organizational Change Process

7.1 Changes to Mission Statements and Organizational Charts

7.1 Changes to Mission Statements and Organizational Charts.

Within the Mission Support Directorate, the Office of Human Capital Management is responsible for the administration of the NASA organizational change process and will coordinate and process changes made to this directive at all approval levels as outlined in section 7.1.2.

7.1.1 Mission statements and organizational charts will be revised to reflect changes made when any of the following occur:

- a. Revision to the responsibilities of a Headquarters office or a Center.
- b. Revision to the organizational chart (to include office name changes).
- c. Establishment of or changes to existing internal or external relationships with organizations, especially those organizations that rely on NASA for service or support to accomplish their programs.

7.1.2 Approval Levels Required For Changes To Mission Statements And Organizational Structures.

7.1.2.1 The Deputy Administrator approves substantive changes to mission statements and organizational charts for the Office of the Administrator, the Office of the Inspector General, the Mission Support Directorate, and all Headquarters offices not listed in section 7.1.2.2 below.

7.1.2.2 The Associate Administrator approves substantive changes to mission statements and organizational charts for the Office of Safety and Mission Assurance, the Office of the Chief Engineer, the Office of the Chief Technologist, the Office of the Chief Scientist, the Mission Directorates, and the Centers.

7.1.2.3 Changes to mission statements and organizational charts for Technical and Service Support Centers will be approved by the Deputy Administrator or the Associate Administrator depending on the Center's reporting structure.

7.1.2.4 Center Directors and Officials-in-Charge of Headquarters Offices are authorized to approve minor changes to their mission statements and organizational structures to include: line of succession changes and office names changes (when the office's functions remain the same).

7.1.2.5 The Officials-in-Charge of Headquarters Offices (OIC) and Center Directors are authorized to approve their mission statements and organizational structures below the level shown on the organization charts identified in Chapters 4 and 5. The corresponding organizational charts will be maintained by the OIC or Center Director.

7.1.2.6 The Assistant Administrator for Human Capital Management will approve administrative changes to include typographical errors, position name changes, and other administrative changes to ensure the directive is in line with announced Agency changes.

7.1.3 Preparations Prior to Submission of Reorg Package for Approval.

7.1.3.1. Initial conversations should begin with the Center Human Capital (HC) Office. The Center HC Office will assist the organization with Center-specific reorganization processes and the creation of a reorganization package to include conducting/preparing the following:

a. Center HC Offices are responsible for ensuring appropriate union predecisional involvement (PDI) is conducted at the appropriate time.

b. Appropriate information regarding Senior Executive Service (SES) positions affected by a reorganization (new positions, reassignments, backfill requests, etc.) must be submitted according to the SES Staffing Meeting schedule (provided to Center executive resources staff biannually by the Agency Executive Resources Branch), but no more than 30 days from initial approval of the reorganization.

c. Prepare a memorandum from the Center Director or Headquarters OIC to the Associate Administrator or Deputy Administrator.

(1) Memo shall provide detailed explanation/rationale for the proposed organizational changes.

(2) The following statement shall be included as part of the memo:

With your concurrence, I will move forward to implement the organizational changes by working through the standard processes with the Office of Human Capital Management. I understand it is your expectation for the reorganization and placement of employees to occur in accordance with Federal laws, rules, regulations, and Agency policy and be executed in a timely manner.

(3) The following statement shall be included at the bottom of the memo:

I concur with the proposed organizational structure as outlined above (to include the revised organizational chart). Approval is granted to move forward to implement by working through the statutory Congressional notification requirements prior to any execution and standard processes with the Office of Human Capital Management. This will ensure the reorganization and placement of employees occurs in accordance with Federal laws, rules, regulations, and Agency policy and is executed in a timely manner.

(insert appropriate name) Date
Associate Administrator
or

(insert appropriate name) Date
Deputy Administrator

(4) The following Agency-level organizational leaders shall be included as a cc on the memo:

(a) Associate Administrator for Mission Support/(insert name)

(b) Chief Financial Officer/(insert name)

(c) Associate Administrator for Diversity and Equal Opportunity/(insert name)

(d) General Counsel/(insert name)

(e) Assistant Administrator for Human Capital Management/(insert name)

(f) Deputy Associate Administrator for Mission Support/(insert name)

(g) Inspector General/(insert name)

(h) Associate Administrator for Legislative and Intergovernmental Affairs/(insert name)

(i) Chief of Staff/(insert name).

(j) The Center should add additional Agency-level leaders to the cc list depending on the nature of the changes being made, (e.g., Associate Administrators of Mission Directorates, Chief Engineer, etc.).

d. Include as an enclosure with the memo the current and proposed organizational charts.

e. Include as an enclosure with the memo an updated version of the respective narrative section of NPD 1000.3, Chapter 4 or 5 to support organizational changes. If no changes are being made, state so in the memo.

(1) A redline copy showing the changes made should be forwarded electronically to OHCM.

7.1.4 Preparations Prior to Submission of Reorganization Package Approved by Center Director.

7.1.4.1. Initial conversations should begin with the Center Human Capital Office. The Center HC Office will assist the organization with Center-specific reorganization processes and the creation of a reorganization package to include conducting/preparing the following:

- a. Center HC Offices are responsible to ensure appropriate union predecisional involvement (PDI) is conducted at the appropriate time.
- b. Appropriate information regarding Senior Executive Service (SES) positions affected by a reorganization (new positions, reassignments, backfill requests, etc.) must be submitted according to the SES Staffing Meeting schedule (provided to Center executive resources staff biannually by the Agency Executive Resources Branch), but no more than 30 days from initial approval of the reorganization.
- c. Prepare a memorandum from the Center Director or Headquarters OIC to the Associate Administrator or Deputy Administrator.

(1) Memo shall provide detailed explanation/rationale for the approved organizational changes.

(2) The following statement shall be included as part of the memo:

I will move forward to implement the organizational changes by working through the standard processes with the Office of Human Capital Management. I understand it is your expectation for the reorganization and placement of employees to occur in accordance with Federal laws, rules, regulations, and Agency policy and be executed in a timely manner and that the statutory Congressional notification requirements must be obtained prior to execution.

(3) The following Agency-level organizational leaders shall be included as a cc on the memo:

- (a) Associate Administrator for Mission Support/(insert name)
- (b) Chief Financial Officer/(insert name)
- (c) Associate Administrator for Diversity and Equal Opportunity/(insert name)
- (d) General Counsel/(insert name)
- (e) Assistant Administrator for Human Capital Management/(insert name)
- (f) Deputy Associate Administrator for Mission Support/(insert name)
- (g) Inspector General/(insert name)
- (h) Associate Administrator for Legislative and Intergovernmental Affairs/(insert name)
- (i) Chief of Staff/(insert name).

(j) The Center should add additional Agency-level leaders to the cc list depending on the nature of the changes being made, (e.g., Associate Administrators of Mission Directorates, Chief Engineer, etc.)

d. Include as an enclosure with the memo the current and proposed organizational charts.

e. Include as an enclosure with the memo an updated version of the respective narrative section of NPD 1000.3, Chapter 4 or 5 to support organizational changes. If no changes are being made, state so in the memo.

(1) A redline copy showing the changes made should be forwarded electronically to OHCM.

7.1.5 Reorganization Package Review Process.

7.1.5.1 Actions necessary to process a reorganization package includes the following:

- a. Memorandum and supporting documents are forwarded to the Agency OHCM office for review and preparation for signature package.
- b. When changes are approved by the Center Director, proceed to 7.1.5.1f below.
- c. Signature package is forwarded to the Executive Secretariat for routing through the Office of the Administrator in order to obtain concurrence from the Associate Administrator or Deputy Administrator.
- d. Upon receipt of signature, Executive Secretariat will return the package to the Agency OHCM office.
- e. The Agency OHCM office will scan the package and forward a copy to the originator within three to five business days.
- f. Originating Center or Headquarters HC Office will ensure electronic copies of the approved package are forwarded to all cc'd organizations within three to five business days.
- g. Upon receipt of the cc'd copy, the Agency Office of Intergovernmental and Legislative Affairs (OLIA) will prepare and submit documentation for Congressional notification. OLIA will notify the Center Director or Headquarters OIC

and the Agency OHCM upon receipt of Congressional clearance.

h. Upon receipt of the cc'd copy, the Agency OHCM will forward necessary documentation within the Mission Support Directorate to ensure the appropriate changes are reflected within this directive, generally Chapters 4 and/or 5.

i. Originating Center or Headquarters Office may begin standard reorganization preparations; however, no personnel actions can be made effective until after Congressional clearance has been obtained.

j. Standard reorganization preparations may include (list not all inclusive):

(1) Center-wide communications of reorganization plans (All Hands, town hall meetings, e-mail notification, etc.)

(2) Contact with the NASA Enterprise Applications Competency Center (NEACC) (or other offices as appropriate) to establish organizational codes and financial codes.

(3) Completion of NSSC Data Sheet for Realignment/Reorganizations (from/to list showing actions needed for affected employees).

(4) Development/classification of needed position descriptions (PDs).

(5) Prepare and coordinate with appropriate organizations regarding system changes needed (e.g., FPPS routing paths, NAAS, SATERN, SPACE, WebTADS, etc.)

7.1.5.2 The Agency OHCM will forward a memorandum to the Center HR Director following each approved reorganization requesting additional personnel data and analysis.

7.2 Action to Expedite Processing. During the planning stage of any organizational change, originators are encouraged to discuss the proposed changes with all stakeholders prior to submission into the formal approval process. Early coordination will enable these offices and the originators to identify and resolve any issues, eliminating potential delays in the formal approval process.

7.3 Announcements and Other Post-Approval Actions. Special care should be taken to avoid premature release of information prior to final approval. The organization undergoing change is responsible for preparing announcements and other post-approval actions. At Headquarters, this action will be cleared with the Executive Director, Headquarters Operations. Public statements and press releases on changes to NASA organizations will be issued by the Office of Communications, NASA Headquarters, after appropriate coordination with external entities.

7.4 NASA Charters.

7.4.1 Approval Level for Charters. The Administrator, Council Chair, or designee will approve the establishment or revision of Agency governing charters maintained in Chapter 6.

7.4.2 Communications Process for Establishing/Revising Charters.

a. The Office of Agency Council Staff is responsible to prepare revisions for any of the governance charters and coordinate with OHCM to ensure Chapter 6 is updated appropriately.

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